



NATRONA COUNTY JOB DESCRIPTION

TITLE: Administrative Assistant – UW Extension Agriculture Program	EMPLOYMENT STATUS: <div style="border: 1px solid black; padding: 2px; display: inline-block;">AT-WILL EMPLOYEE</div> FLSA Non-exempt / Permanent Part-time Employee Regular hours worked – 30/week
DEPARTMENT: UW Extension/ Natrona County	
SUPERVISOR: Extension County Coordinator	
Revised: 07/21/2020 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

SUMMARY:

Administrative Assistant must assist County Coordinator, clients (ag producers and rural residents), and UW Extension Educators (“Educators”); provide information management and clerical support for the UW Extension Office (“Office”), Supervisor, and Educators to maximize Office efficiency and the effectiveness of UW Extension program activities and events (“Programs”).

ESSENTIAL FUNCTIONS:

1. Greet and assist office visitors, Participants, Educators, and Volunteers.
2. Answer phone and assist callers.
3. Operate computer; use a variety of software including, but not limited to, Access, Excel, Word, and Pesticide program. Use social media to promote Programs when Program Associate not available.
4. File correspondence, Program materials, and other documents. Maintain USDA level confidentiality of client information.
5. Prepare and distribute correspondence, media releases, monthly newsletters, brochures, and other announcements.
6. Assist in developing, organizing, conducting, and evaluating Agriculture Programs.
7. Research, order, track and prepare Program materials requested by Ag Educator(s).
8. Track Program participation and assist in preparing impact and other reports.
9. Serve as Wyoming Department of Agriculture Testing Proctor including scheduling individual testing sessions.
10. Maintain databases; maintain contact lists and Participant information in a confidential manner.
11. Assist Ag Educators off-site, as approved by County Coordinator.
12. Understand and follow instructions and both Natrona County and UW policies.

NONESSENTIAL FUNCTIONS:

1. Promote effective communication between Educators, Participants, Volunteers, and other entities.
2. Maintain calendar for workload, room use, vehicle use, and Programs.
3. Receive and distribute mail and process outgoing mail.
4. Track, order, and store office supplies.
5. Maintain workspace and materials in a professional manner.
6. Identify and refer office maintenance needs and repairs to the Extension Coordinator.



WORKING CONDITIONS:

Office within Natrona County University of Wyoming Agriculture Resource and Learning Center with approximately 9-13 employees and typical office furnishings and equipment; on-site visits to a variety of locations; intermittent busy and loud environment both inside and outside; communication via phone, electronically, and in person; interaction with hundreds of youth, parents, and volunteers; regular interaction with UW Extension peers, vendors, and other entities; work near animals; work near a variety of Programs; off-site training.

PHYSICAL & MENTAL DEMANDS:

1. Approximately 80% of the time, remain in a primarily stationary position operating a computer, printer, scanner, telephone, and other office equipment.
2. Access and move files, office supplies, and equipment; move up to 25 pounds.
3. Access and move Program materials from storage areas to Program locations which include onsite, offsite, inside, and outside locations.
4. Establish priorities based on tasks and projects assigned by Educators.
5. Exchange information and explain policies and procedures.
6. Implement and maintain electronic and physical filing systems, so Educators can access Program materials and other Office resources.
7. Meet deadlines; solve problems independently and/or with others to meet deadlines.